

CITY OF COLONIAL HEIGHTS, VIRGINIA
Regular Meeting of City Council
Tuesday, December 16, 2025

1. Call to Order

The Regular Meeting of the City Council was called to order by Mayor Kochuba at 7:00 P.M.

2. Roll Call

The following members of the Council and Council's staff were present for roll call by the Clerk:

Present: Councilwoman Elizabeth G. Luck
Councilwoman Tricia L. Palmer
Councilman Craig R. Skalak
Councilman Brad E. Slaybaugh
Councilman John T. Wood
Vice Mayor John E. Piotrowski
Mayor T. Gregory Kochuba

Absent: None

Also Present: Mr. Douglas E. Smith, City Manager
Mr. Andrew A. Meyer, City Attorney
Mrs. Pamela B. Wallace, Clerk

3. Devotion

A devotional prayer was led by Mrs. Palmer.

4. Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Kochuba.

5. Adoption of Agenda

A motion was made by Vice-Mayor Piotrowski, seconded by Mrs. Palmer, to approve the agenda as presented.

Vote: 7-0
Yes: Luck
Palmer
Skalak

Slaybaugh
Wood
Piotrowski
Kochuba
No: None
Absent: None
Abstained: None

Motion: UNANIMOUS PASS

6. Declarations of Personal Interest

There were none.

7. Commendations and Presentations

- A. Presentation by Renata Sharnick, Chief Executive Officer, Crater District Area Agency on Aging.

Shalisha Hill, representing Renata Sharnick, provided information on the services provided to seniors by the Crater District Area Agency on Aging.

- B. Presentation of the City's Annual Contribution to the 2025 Christmas Mother Carol Ricker.

On behalf of the Christmas Mother, Carol Ricker, Bonnie Cauthorne accepted the City's annual contribution.

- C. Recognizing Keith Jones, Keystone Truck and Tractor Museum, for his contributions supporting veterans of Colonial Heights and the surrounding localities.

- D. Recognizing William S. Feasenmyer upon his retirement as Commissioner of the Revenue and for his contributions to the City of Colonial Heights.

8. Reading of Manner of Addressing Council.

Mr. Meyer read the Manner of Addressing Council.

9. Written Petitions and Communications by members of the Public and Council Members.

There were none.

10. Advertised Public Hearings

There were none.

11. Hearing of Citizens and Council Members Generally on Non-Agenda Items

Tracey Wood, 215 Fairfax Avenue – Thanked staff for their effort in supporting the installation of speed humps on Fairfax Avenue.

12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in accordance with the Consent Agenda

A. AN ORDINANCE NO 25-FIN-16

(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2025, and ending June 30, 2026, by appropriating \$3,802 in donations to Public Safety and to Miscellaneous.

To amend the Capital Projects Fund Budget for the fiscal year beginning July 1, 2025, and ending June 30, 2026, by appropriating \$946,182, consisting of funding from the Virginia Department of Transportation to Intergovernmental Revenue and to SGR Boulevard Paving (\$264,182) and to Appomattox River Greenway Trail Phase VI (\$682,000).

B. May 20, 2025 Special Meeting Minutes

C. June 17, 2025 Special Meeting Minutes

D. July 23, 2025 Special Meeting Minutes

E. September 16, 2025 Special Meeting Minutes

F. October 14, 2025 Special Meeting Minutes

G. October 14, 2025 Regular Meeting Minutes

H. October 21, 2025 Special Meeting Minutes

I. November 12, 2025 Special Meeting Minutes

J. November 12, 2025 Regular Meeting Minutes

K. November 18, 2025 Special Meeting Minutes

A motion to approve the Consent Agenda as presented was made by Mr. Slaybaugh, seconded by Mr. Skalak, to approve the consent agenda as presented.

Vote: 7-0
Yes: Luck
Palmer
Skalak
Slaybaugh
Wood
Piotrowski
Kochuba
No: None
Absent: None
Abstained: None

Motion: UNANIMOUS PASS

13. Introduction and Consideration of Ordinances and Resolutions

- A. AN ORDINANCE NO. 25-FIN-17
(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2025, and ending June 30, 2026, by appropriating \$40,878 consisting of: 1) \$225 in donations to Human Services and to Miscellaneous; 2) \$2,953 in additional grant funds from the Virginia Department of Environmental Quality to Nondepartmental and to Intergovernmental Revenue; 3) \$1,700 in funding from Virginia Department of Emergency Management to Public Safety and to Intergovernmental Revenue; 4) \$33,500 in Federal Asset Forfeiture to Public Safety and to Intergovernmental Revenue; and 5) \$2,500 in restricted Fund Donation Balance to Public Safety and to Miscellaneous.

A motion to approve was made by Mrs. Luck, seconded by Mrs. Palmer.

At Mr. Smith's request, Mrs. Sadler further explained several funding items for approval. The Police Department received \$33,500 through the Federal Asset Forfeiture Program related to participation in the Virginia State Police LMB Task Force, which is requested to purchase a replacement vehicle for the assigned officer.

An Emergency Management grant totaling \$1,700 was presented for Emergency Operations Center upgrades, including \$700 rolled forward from the prior year. Mrs. Sadler also reported that the Department of Environmental Quality Litter Prevention Grant was approved for just under \$10,000 and requested an appropriation adjustment to match the full award.

Additionally, staff noted receipt of two private donations for the Office on Youth Shoe Fund and requested approval to use \$2,500 from restricted Adopt-A-Cop funds to support Auxiliary Police assistance for officers with significant non-work-related injuries.

Addressing Mr. Skalak's question regarding the litter and recycling programs, Mrs. Sadler advised that the main use for the program was for the Annual Spring Clean-up/Adopt a Roadway Program.

Vote: 7-0
Yes: Luck
Palmer
Skalak
Slaybaugh
Wood
Piotrowski
Kochuba
No: None
Absent: None
Abstained: None

Motion: UNANIMOUS PASS

B. A RESOLUTION NO. 25-64

Authorizing the City Manager to enter into the "Agreement between the Virginia Department of Health and the Colonial Heights City Council for Funding and Services of the Colonial Heights Health Department" on behalf of City Council; and granting the City Manager signatory authority for future Agreements between City Council and the Virginia Department of Health for funding and services of the Colonial Heights Health Department.

A motion to approve was made by Mrs. Palmer, seconded by Mrs. Luck.

Mr. Smith advised that the proposed resolution was a two-part resolution authorizing him to execute the health department agreements with the Virginia Department of Health. The resolution approves funding and services for the Colonial Heights Health Department and updates an older resolution whose language no longer reflects current terms.

The agreement presented applies to the prior fiscal year; however, approval of this resolution will allow staff to administratively execute the agreement for the current fiscal year upon receipt, consistent with the State's typical December timeline.

There being no questions, Mayor Kochuba called for the vote.

Vote: 7-0
Yes: Luck
Palmer
Skalak
Slaybaugh
Wood
Piotrowski
Kochuba
No: None
Absent: None
Abstained: None

Motion: UNANIMOUS PASS

14. Unfinished Business, Contested Ordinances and Resolutions, and Items Removed from the Consent Agenda.

- A. AN ORDINANCE NO. 25-23
(Second Reading) to adopt a revised General pay Plan Class and Salary Range that increases the hourly rate and range of certain part-time positions by \$0.27 pursuant to the new minimum wage effective January 1, 2026.

A motion to approve was made by Mr. Skalak, seconded by Mrs. Palmer.

Mr. Smith explained that this item would typically be placed on the consent agenda; however, due to the adoption of another pay plan amendment at the previous Council meeting, the changes were consolidated into this ordinance on second reading. This approach avoids confusion among multiple ordinances. The amendment incorporates the code enforcement position change and the addition of a part-time radio position into the existing ordinance.

There being no questions, Mayor Kochuba called for the vote.

Vote: 7-0
Yes: Luck
Palmer
Skalak
Slaybaugh
Wood
Piotrowski
Kochuba
No: None
Absent: None
Abstained: None

Motion: UNANIMOUS PASS

15. Reports of Officers and Documents Related Thereto.

A. City Manager

1. General Activity Report

Mr. Smith thanked staff members who were instrumental in the success of the holiday events, including the tree lighting, Christmas Parade, and Employee Christmas Luncheon. Mr. Smith specifically recognized Mr. Andrew Barnes, Matt Sprill and Department staff, as well as staff from Public Safety for their efforts supporting the Christmas events.

2. 100th Anniversary Updates

Dr. Caballero provided brief comments relative to the “kick-off” of the 100th Anniversary of the City of Colonial Heights. He stated that in January, the City will begin partnering with local businesses to promote the City and plans to begin for Americana Fest in July. Additionally, he shared examples of promotional merchandise that will be available to promote the upcoming anniversary.

3. City of Colonial Heights Audit Statement

City of Colonial Heights Audit Statement

In accordance with requirements in the Code of Virginia §15.2-2511, if a locality’s audit is not completed as required by statute, the locality must promptly post a statement on its website with the following information:

- That the required audit is pending,
- The reasons for the delay,
- And the estimated date of completion.

City of Colonial Heights Audit Statement

The City of Colonial Heights' audit for the fiscal year ending June 30, 2024, is pending. The major factor for the delay of the audit is: delay in completion of the audit for the fiscal year ending June 30, 2023 resulting in significant delay in the year-end close and audit work for the fiscal year ending June 30, 2024. Our estimated date of completion for the audit report is February 10, 2026.

B. City Attorney

Mr. Meyer provided an update regarding Council-sponsored ordinances and advised that Section 16.b of Council's Rules of Procedure requires ordinances to be introduced by a sponsor. He explained that while ordinances are typically introduced by the City Manager, the Rules of Procedure allow for Council member sponsorship. He further advised there is no change to the process; however, if Council wishes to initiate legislation, Council members should notify staff, and the initiating Council member will be listed as the ordinance sponsor.

Mr. Meyer then presented two possible ideas submitted by Mrs. Palmer, after which Mrs. Palmer provided additional comments in support of her submission. Mayor Kochuba thanked Mr. Meyer and advised that Council would revisit the proposed ordinance change at a future meeting or work session.

C. Director of Planning and Community Development

Mr. Smith reported there was a Planning Commission and Board of Zoning Appeals meeting held in December with a January meeting planned for the Planning Commission.

16. Adjournment

There being no further business, a motion was made by Mr. Slaybaugh, seconded by Mrs. Palmer, and carried unanimously on a voice vote to adjourn the meeting. The meeting was adjourned at 8:04 P.M.

APPROVED:

T. Gregory Kochuba, Mayor

ATTEST:

Pamela B. Wallace, City Clerk